

Job Vacancy Announcement

Position Available: Retirement Board Administrator

The Northbridge Retirement Board is seeking an experienced, well-qualified individual to oversee the day-to-day management and efficient operation of the Northbridge Contributory Retirement System in compliance with M.G.L. Chapter 32 and PERAC regulations. The Administrator would work under the supervision of the Northbridge Retirement Board and Town Accountant/Finance Director. Interested individuals must have strong mathematical, interpersonal, organizational, communication, computer and accounting skills. Knowledge of Microsoft Excel and Word is required. Knowledge of M.G.L. Chapter 32, PERAC regulations and PTG computer software is desirable. The successful candidate must maintain a strict level of confidentiality. Associates/Bachelor degree preferred. Salary commensurate with experience. A cover letter, resume, and Town of Northbridge Employment Application is required. To request a job description and application, please contact Scott McGrath at smcgrath@northbridgemass.org. The employment application is also available to download from: https://www.northbridgemass.org/sites/g/files/vyhlf981/f/u2345/employment_application_2.pdf. Please mail the required information to: Scott McGrath, Retirement Board Administrator, Northbridge Town Hall, 7 Main Street, Whitinsville, MA 01588. Position will remain open until filled. The Town of Northbridge is an EOE/AA employer.